



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

7 July 2008

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 2 - Battalion Retention Program

1. I am the 551st Signal Battalion Retention Officer and I want to ensure that commanders are constantly involved in this Battalion's Retention Program. What we do affects the development of Soldiers and influences their decision to stay in the Army. Commanders will do their part in maintaining the Army's end-strength by reenlisting their best Soldiers.
2. To retain a sufficient number of high-quality Noncommissioned Officers and Soldiers, leaders must make a commitment to their well being. Such a commitment encourages retention and helps maintain professionalism and esprit de corp. Leaders must recognize that the decision to reenlist or separate from the Army is a personal one between the Soldier and his or her family. To help them make that decision, leaders will ensure that retention-counseling personnel are available and provide Soldiers and their families with the information they need to make an informed decision.
3. When advising Soldiers, leaders and retention-counseling personnel will ensure that Soldiers are aware of the Reserve Component (RC). The RC is an integral part of the commander's total retention program and a vital part of our national defense. Leaders therefore must encourage high-quality Soldiers who choose not to continue active service to consider RC options.
4. Commanders at company levels will establish a retention awards program to recognize their unit reenlistment achievements. Commanders will also recognize Soldiers who reenlist, enter the BEAR Program, or decide to become part of the RC by giving them a 4-day pass on my behalf and be exempt from the duty roster for 30 days. In addition, commanders will also establish a reenlistment incentive program at the company level to recognize Soldier who extend the service in our Army.
5. The retention of high-quality Soldiers is a responsibility shared by all leaders. By working as a team, we will have a positive effect on our combat readiness by retaining qualified, skilled, and experienced Soldiers.
6. Company commanders will conduct a pre-annual review of all Soldiers who are entering their reenlistment window to determine their eligibility. Commanders will submit their company reenlistment eligibility roster to the 551st Signal Battalion Retention NCO/Career Counselor NLT the 15th day of September prior to the new fiscal year. Additional paperwork (i.e. BAR,

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FLAG, etc) will be submitted to the 551st Signal Battalion Retention NCO/Career Counselor if companies submit a Soldier as being ineligible.

7. This policy memorandum supersedes Policy Memorandum No. 4, dated 14 September 2006.

//ORIGINAL SIGNED//
CHARLES W. SCHRADER
LTC, SC
Commanding